

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
APRIL 2007




CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does **NOT** represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Probation/Parole Manager 1 (J)	78144	\$31,536 - \$50,448
Probation/Parole Officer 3 (J)	78143	\$30,216 - \$48,348
Revenue Enforcement Assistant Director (A)	75846	\$42,180 - \$67,500
Revenue Enforcement Manager (A)	75845	\$40,608 - \$64,968

LEGEND

- A Job classification will have a change in MINIMUM QUALIFICATIONS effective April 24, 2007.
- B A NEW CLASSIFICATION and REGISTER will be ESTABLISHED.
- C Register will be ABOLISHED and REESTABLISHED effective.
- D Job classification will be ABOLISHED.
- E Job classification will have a TITLE CHANGE effective.
- F Job classification will have a change in SALARY effective.
- G Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H Job classification will have a change of Probationary Period from 6 months to 1 year.
- I Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective April 24, 2007.
- K Job classification will be converting from “daily” status (i.e., continuous basis only) to closed examination status effective 7/17/06 until further notice.
- L Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M Job classification changed examination method from Competitive to Non-Competitive.
- N Job classification will change from compensatory to cash overtime.
- O Job classification is converting from “program” status (i.e., announced examination) to “daily” status (i.e., continuous basis only) effective.
- P Job classification converted from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective.
- Q Due to the consolidation of the Public Health Nurse 2-5 job series into the Registered Nurse 2-5 job series, the registers for the Public Health Nurse job series will be abolished effective October 19, 2006. Applicants who wish to be considered for these jobs should instead apply for the Registered Nurse 2 – 5 job series.
- R Job class is converting from announced basis only to announced on a quarterly basis (i.e., classification will be opened for a scheduled two week period once every quarter). The first scheduled quarterly open period will be October 24th – November 7th. The complete schedule for 2007 will be posted on Department of Personnel website.
- S Job classifications will be opened on a quarterly basis (i.e., classification will be opened for a scheduled two week period once every quarter). These dates are tentative and subject to change [second Tuesday in January, second Tuesday in April and second Tueday in July].

 Tennessee Department of Personnel, Authorization #319177, November, 2006. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-0441 - Fax Number (615) 401-7626.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

PROBATION/PAROLE MANAGER 1

SUMMARY: Under general supervision, is responsible for managerial probation and parole work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first full supervisory class in the Probation/Parole Officer sub-series. An employee in this class supervises a moderate-sized probation and/or parole staff. This class differs from Probation/Parole Officer 3 in that an incumbent of the latter leads others or may supervise a small staff in probation and/or parole work. This class reports to and differs from Probation/Parole Manager 2 in that an incumbent of the latter manages the staff and activities of a probation/parole district.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (6.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (7.) certain positions require that employees meet qualification standards and maintain job and performance certifications related to Training Programs, Post Certification, and other specialized duty requirements necessary to perform the specialized duties of the positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PROBATION/PAROLE OFFICER 3

SUMMARY: Under general supervision, is responsible for professional probation and parole work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead or minor supervisory class in the Probation/Parole Officer sub-series. An employee in this class leads or may supervise a small staff of subordinates in probation and/or parole work. This class differs from that of Probation/Parole Officer 2 in that an incumbent of the latter functions at the working level. This class differs from Probation/Parole Manager 1 in that an incumbent of the latter supervises a moderate-sized probation and/or parole officer staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (6.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (7.) certain positions require that employees meet qualification standards and maintain job and performance certifications related to Training Programs, Post Certification, and other specialized duty requirements necessary to perform the specialized duties of the positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE ENFORCEMENT ASSISTANT DIRECTOR

SUMMARY: Under direction, is responsible for managerial and administrative work of average difficulty in assisting in planning, organizing, and directing the tax enforcement division of the Department of Revenue; and performs related work as required.

DISTINGUISHING FEATURES: The employee in this class is responsible for assisting in planning, organizing, and directing the statewide program for the collection of revenue from delinquent taxes, licenses and fees. Work requires considerable judgment in making decisions on difficult tax enforcement problems, although most guidelines are provided by laws, policies and precedents. This class differs from that of Revenue Enforcement Manager in that incumbents of the latter are responsible for supervising all regional field enforcement staff in the collection of delinquent taxes. This class differs from that of Revenue Enforcement Director in that the incumbent of the latter is responsible for planning, organizing, and directing the Tax Enforcement Division of the Department of Revenue.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, pre-law, law enforcement, finance, real estate or closely related field and experience equivalent to substantial (five or more years of) full-time increasingly responsible revenue enforcement work including, at least, two years of supervisory experience.

Substitution of Experience for Education: Qualifying full-time professional experience in tax, finance, credit collections, law enforcement, investigative or closely related work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

OR

Substantial (five or more years of) revenue enforcement work including, at least, two years of supervisory experience with the State of Tennessee

OR

Five years of professional experience in the Tax Enforcement Division of the Tennessee Department of Revenue including, at least, two years of supervisory experience with the Tennessee Department of Revenue.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons.
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (12.) have a motor vehicle available for use in performance of job duties in some positions.

Necessary Special Qualifications 1, 2, 3, 8, 9, and 10 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE ENFORCEMENT MANAGER

SUMMARY: Under general supervision, is responsible for supervisory collections and enforcement work of considerable difficulty involving supervising subordinate revenue enforcement officers in a regional office engaged in collecting delinquent taxes; and performs related work as required.

DISTINGUISHING FEATURES: This is the managerial class in the Revenue Enforcement Officer sub-series. An employee in this class supervises field enforcement officers in a region of the state in contacting businesses and individual taxpayers in order to collect delinquent taxes. This class differs from Revenue Enforcement Supervisor in that incumbents of the latter supervise a unit of subordinate enforcement officers within a region of the state. This class differs from Revenue Enforcement Assistant Director in that the incumbent of the latter is responsible for assisting in planning, organizing, and directing the Tax Enforcement Division of the Department of Revenue.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited college or university with a bachelor's degree in business administration, pre-law, law enforcement, finance, real estate or closely related field and experience equivalent to four years of full-time increasingly responsible professional revenue enforcement work.

Substitution of Experience for Education: Qualifying full-time professional experience in tax, finance, credit collections, law enforcement, investigative or related work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

OR

Four years of revenue enforcement experience with the State of Tennessee.

OR

Four years of professional experience in the Tax Enforcement Division of the Tennessee Department of Revenue.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons.
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (12.) have a motor vehicle available for use in performance of job duties in some positions.

Necessary Special Qualifications 1, 2, 3, 8, 9, and 10 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.